

Appendix C: Submitting Your Application

Similar to the 2012 grant round, projects must be submitted from the Habitat Work Schedule to PRISM to start the application process. Once the project is in PRISM, follow the instruction below for completing the application, and submitting the final application to RCO. Please note that once the project is in PRISM, the applicant follows essentially the same processes as in previous grant rounds.

Benefits of this Approach

- In using Habitat Work Schedule, the public, stakeholders, and reviewers can see the proposed project as it relates to other projects in each lead entity.
- Using Habitat Work Schedule to submit projects to PRISM automatically links the project in the two systems.
- In the future, data in PRISM will come back into the Habitat Work Schedule in the appropriate project. Metrics will be returned automatically and users can run project reports alongside projects funded by other entities (not just SRFB).

In Habitat Work Schedule, the lead entity (or project sponsor if designated by the lead entity) enters basic data fields.¹ This initial information will be displayed in both systems. The Habitat Work Schedule/PRISM gateway will generate a project number. Note: applicants will not be able to start salmon projects applications in PRISM as was done

¹ The Lower Columbia Fish Recovery Board Lead Entity is responsible to enter project information into the Lower Columbia SalmonPORT as described in its scope of work.

previously. The lead entity, or in some cases the sponsor, must use the Habitat Work Schedule/PRISM gateway and start in the Habitat Work Schedule.

Consult your lead entity to begin an application in Habitat Work Schedule. Lead entities will be provided with step-by-step instructions. Your lead entity will need six pieces of information from you if they are entering the application for you. Be prepared to provide them with:

- Project name
- Habitat Work Schedule identification number, if the project is already in Habitat Work Schedule
- Project cost
- Project type and category
- Project sponsor
- Start and end dates if the project is not already in Habitat Work Schedule.

If your lead entity requires you to start your application, be sure to get the instructions from the lead entity. A project already may be in Habitat Work Schedule because it has been identified as a priority in the local recovery plan.

Once you or your lead entity has submitted your project to PRISM from Habitat Work Schedule, a PRISM project number is created. Use that project number to find the project in PRISM and enter all of the additional information directly in PRISM.

The project sponsor completes the draft application in PRISM Online (see materials needed before site visits in [Section 3, Step 2](#)). Only projects being considered for 2013 funding should be entered in PRISM.

How to Submit Your Application

New in 2013, RCO has developed a new Web-based application system called "PRISM Online." All sponsors will use [PRISM Online](#) to complete their application.

To use PRISM Online, sponsors still will need a user name and password. If you have an existing PRISM user name and password, that is still valid. If you do not yet have a PRISM user name and password, you can obtain one on the RCO Web page at http://www.rco.wa.gov/prism_app/access.shtml.



If your project is selected for funding, sponsors will use PRISM 2007 to manage and report on your grant. For more information on PRISM Online and PRISM 2007, please visit the agency Web site at www.rco.wa.gov/prism_app/about_prism.shtml.

Entering Your Application in PRISM Online

Refer to Section 3, How to Apply for the materials that must be submitted with your draft and final application.

Open PRISM Online from your computer and enter the project number from Habitat Work Schedule for the project you wish to work on in the “Go to Project” field – that will open the Application Wizard for the project.



If you are not able to find your project in PRISM, please contact your lead entity coordinator or your RCO grants manager. Contact information is listed in [Appendix A](#).

The project will open to the Project Description page, complete the required information on each screen and then click the NEXT button. Doing so will walk you through the entire application page by page.

When you have finished all of the application information and requirements, you can check the application for errors on the Submit Application screen. Pages with a red explanation mark still are not complete. Once you have a green checkmarks next to all pages, you can submit the application to RCO.

You still may need to attach other materials to have a complete application. For example, if you are replacing a culvert, you will need to attach a barrier evaluation form. Please see the requirements for each project type in the [Final Application Checklist](#) of Section 3 of *Manual 18, Salmon Recovery Grants*.

